

GRADUATE NURSING CLINICAL CHECKOFF SHEET

- All clinical requirements are processed through CastleBranch.** Instructions on how to get your account set up in CastleBranch and get started with your clinical requirements will be provided separately. There is a **\$20.00*** fee to initially set up your CastleBranch account. This is a one-time fee and offers lifetime access, including access to view and print each of your records.
- Background Check** – Processed through CastleBranch. DO NOT order this until you are given the go-ahead by your Clinical Coordinator.
- Drug Screen** – Processed through CastleBranch. You can order this at any time, but do not give the sample until you are given the go-ahead by your Clinical Coordinator.
- Authorization Form for Clinical Sites** – Download form from CastleBranch, fill out and sign, and Upload completed form. This will allow your Clinical Staff to share required information with clinical sites as requested.
- Immunizations** – Forms provided in your account. Submit your Certificate of Immunization and Tuberculosis Screening forms to your CastleBranch account, once completed and signed by your Healthcare Provider. You must renew your TB screening every 12 months and your tetanus immunization every 10 years, while in clinical rotations. Immunizations required:
 - Influenza – Due October 1 of each season.
 - Hepatitis B – 3 doses or a titer
 - Tuberculosis (TB) – 2-step PPD (if it's been more than 15 months), 1-step PPD, blood test, or x-ray are acceptable; good for 12 months (x-rays good for 5 years).
- COVID-19** – Submit documentation of your COVID-19 vaccination(s). All required doses must be complete before submitting documentation.
- CPR Certification** – Submit a copy of front and back of card. **American Heart Association's Basic Life Support (BLS) CPR is the only CPR accepted for clinical rotations.**
- RN License:** Submit a copy of your current VA Registered Nurse licensure. The renewal date will be based on the expiration of your license.
- FNP, CNS, CNM Licenses/Certificates:** It is optional to upload these licenses/certifications, but you must select Yes / No.
- Citi Training:** Follow instructions on document.

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- **School of Nursing Health Record:** The School of Nursing requires this packet to be completed in its entirety. Forms include:
 - Pages 1-3 are basic medical history and emergency contact information; the student fills this out.
 - Page 4 is for Tuberculosis and must be completed and signed by a healthcare professional.
 - Page 5 is a list of immunizations; the student can fill this out.
 - Page 6 is a Physical that must be completed and signed by a healthcare professional.
 - Once every page is complete, upload all 6 pages to your CastleBranch account.

- **Graduate Nursing Forms** – the School of Nursing has forms that each student must sign and upload. Forms required:
 - School of Nursing Undergraduate Student Handbook – included in email from your Clinical Resource Coordinator. Forms below are included in the Handbook:
 - Student Agreement Form – Sign and date. Due each fall.
 - Confidentiality Agreement – Sign, print, and date. No renewal required.
 - Agreement for Shared Information with Faculty – Sign, print, and date. No renewal required.
 - Standards of Student Conduct – Sign, print, and date. No renewal required.
 - Affirmation and Acknowledgement of Risk – Complete, date, and sign. No renewal required.
 - Non-Plagiarism Affirmation – Complete sign, and date. No renewal required.
 - HIPAA Training/Consent – Submit a copy of HIPAA training documentation received within the past 12 months. This training can be from your employer.

Breakdown of Costs:

CastleBranch Account Set-Up:	\$20.00
Full Background Check:	\$66.00
Drug Screen:	\$40.00

Clinical Clearance Coordinator

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